

Date: \_\_\_\_\_

RE: \_\_\_\_\_(Agency)\_\_\_\_\_ Emergency Orders of Succession

To ensure rapid response to any emergency situation requiring COG plan implementation and to preserve good order and discipline, orders of succession and the pre-delegation of authority for making key decisions must be formalized and are inherent to the Continuity of Operations concept.

These orders of succession shall be exercised at the discretion of state leadership. The temporarily assumed duties and responsibilities associated with the key leadership positions listed here terminate either by the resumption of the position by the original person or upon the legal appointment of a new replacement. General criteria for the assumption of key leadership positions include:

1. Extended loss of communication
2. Death, serious injury or incapacitation
3. Medical Determination of Mental Defect
4. Incarceration or invasive criminal investigation
5. Promotion/Termination / Resignation without prior notification
6. Upon the order of the Governor

In most cases, the range of authority inherent to the subject position is directly transferred to the temporary successor. This includes the authority to further delegate duties, responsibilities, functions and activities as required for the situation.

The following authorities are critical to operations and must be maintained under all circumstances (***list not all inclusive***):

1. Develop and implement agency budgets
2. Develop and implement agency policies and standards
3. Develop information for public dissemination
4. Purchase equipment and improve the facility
5. Hire, promote and terminate staff
6. Coordinate operational response and allocate resources
7. Order the displacement to an alternate facility
8. Oversee agency operation
9. Oversee Employee Welfare Plan

This order of succession addresses the potential successors to \_\_\_\_\_(Agency)\_\_\_\_\_ as a result of an emergency. Implied in this order are the authorities and responsibilities inherent to \_\_\_\_\_(Agency)\_\_\_\_\_.

1. Director, \_\_\_\_\_(Agency)\_\_\_\_\_
2. Assistant Director, \_\_\_\_\_(Agency)\_\_\_\_\_
3. Manager, \_\_\_\_\_(Program)\_\_\_\_\_
4. Manager, \_\_\_\_\_(Program)\_\_\_\_\_
5. Supervisor, \_\_\_\_\_(Section)\_\_\_\_\_
6. Supervisor, \_\_\_\_\_(Section)\_\_\_\_\_
7. Supervisor, \_\_\_\_\_(Section)\_\_\_\_\_